



Job title	<i>Maintenance Tech II (Morton)</i>
Reports to	<i>Morton Community Center Director</i>

Job purpose

Under the direction of the Morton Community Center Director, the Maintenance Technician II is responsible for overseeing and carrying out a variety of labor intensive tasks in maintaining the proper condition and overall appearance and cleanliness of Morton Community Center. Will also be responsible for select administrative duties in the evenings as necessary. This employee will be required to work Monday through Friday, with the shift beginning at 2:30pm and ending at 11:00pm.

Duties and responsibilities

- Utilize standard cleaning equipment, both motorized and manual.
- Maintain overall building cleanliness by sweeping, mopping, scrubbing, or vacuuming floors, dusting, washing windows, etc.
- Service, clean, and supply restrooms.
- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Gather and empty trash.
- Remove snow from sidewalks, driveways, and parking areas, snow blowers, and snow shovels, and spread snow melting chemicals.
- Maintain exterior grounds by weeding, watering and clearing debris/trash.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Communicate effectively and use good judgment involving decisions related to public safety.
- Produce a clear and concisely written evening report for the Morton office staff.
- Greet customers and staff warmly and aid in any issues that may arise.

Qualifications

- Must possess a valid driver's license and have an acceptable driving record.
- Knowledge in the installation and maintenance of landscape materials and turf.
- Experience with power tools, general building repair, and maintenance.
- A high school diploma or equivalent with at least two years' experience in skills pertaining to the position.

Working conditions

Work is performed in a variety of settings. Some exposure to dust and noise; He/she will be exposed to fumes, airborne particles, toxic chemicals, and plumbing/electrical connections.

Physical requirements

- Lifting-up to 75 pounds.
- Standing.
- Climbing.
- Ability to work in inclement weather conditions.

Direct reports

This position does not have any direct reports.

Approved by:	<i>Merrissa Budreau</i>
Date approved:	<i>060518</i>
Reviewed:	<i>060518</i>

*City of West Lafayette Human Resources Department
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